

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: Senior Property Agent Salary: \$5,312 - \$6,409
Permanent, Full Time

Location: Department of Veterans Affairs
Farm and Home Purchases Division – Loan Processing Unit
1227 O Street, Sacramento, CA 95814

WHO SHOULD APPLY:

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. **SROA/SURPLUS PROVISIONS APPLY.** If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

DUTIES AND RESPONSIBILITIES: Under the general direction of the Loan Processing Operations Manager of Farm and Home Administration, the Senior Property Agent is the first full supervisory level, and is responsible for the operational efficiency and effectiveness of the Loan Processing Unit:

- Manage, plan, organize and direct the workload and operations of the unit. Assign, supervise, train, review, and approve the work of subordinate staff consisting of Property Agents, Program Technician II's and a Supervising Program Technician. Make recommendations to the Supervising Property Agent for process and program improvements.
- Perform special projects as required (manuals, reports, etc.) and help implement loan processing improvements. Assist the Loan Processing Operations Manager with strategic planning, developing budgets, policies, guidelines, and regulations for the Farm and Home Division. Provide input on legislative needs.
- Respond to technical and difficult correspondence/questions (via telephone, email or public contact) received from contract holders, legislators, realtors, title companies, escrow companies, secondary lenders, and the public regarding real estate law, departmental policies and procedures. Communicate effectively the provisions of the California Military & Veterans Code, Title 12 of the California Code of Regulations, State and department policies, rules and regulations of the Administrative Manual, and the Operations Manual.
- Other duties as required include, but are not limited to assisting the Headquarters Loan Processing Manager as required and acting as lead in his/her absence when requested to do so.

HOW TO APPLY: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Attn: Juanita Rios Ref: M80#207 08/09

Inquiries:

Voice: (916) 653-2535

TDD: (916) 653-1966

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 #207 08/09. Failure to do so could result in being rejected from the interview process.

FINAL FILE DATE: April 2, 2009

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO831-111-5097-001 RELEASED: 3.25.09